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DD/I NOTICE  
No. 20-615-1  
COPY

DD/I N 20-615-1  
21 June 1960

DD/I RETIREMENT PROCEDURES

Reference:

25X1

1. Referenced Notice states that "it is the practice in this Agency that an employee will normally retire when he becomes eligible for retirement unless he is asked to remain in service." Under this policy, eligibility for retirement with full annuity means that the employee has reached the age of 62 with at least five years of government service or age 60 with at least 30 years of government service.

2. The Office of Personnel will inform employees approaching retirement eligibility of the Agency's retirement policy and of the various benefits and services available to retirees five years before their eligibility for retirement. They will be given the opportunity to consult with an appropriate senior official and with the Executive Secretary of the Agency Retirement Board regarding personal problems, preferences, and any financial circumstances that may be pertinent to a discussion of their retirement plans.

3. There will be an annual review by each Office and the DD/I of all employees who are, or within two years will be, eligible for retirement. An appropriate senior official of each Office will interview each such employee and it will be normal practice for that employee to arrange an interview at that time with the Executive Secretary of the Agency Retirement Board for further counseling.

4. Not later than one year before date of eligibility, the appropriate senior official of each office will confer with those employees who have not already expressed their desire to retire in accordance with the Agency's policy and will take one of the following actions:

- a. inform the employee that continuance of his services will be recommended to the DD/I, subject to annual review, for an indefinite period beyond his eligibility date because of the unique or special skills and competence he possesses which are needed by the Office; or

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b. ask the employee to continue his service to an agreed future date of retirement acceptable to the Office and the DD/I, also subject annually to revision of agreed date, because of the demonstrated value and quality of his continuing contribution to the mission of the Office; or

c. tell the employee that he is expected to retire shortly after reaching eligibility since there appears to be no reason for excepting him from the normal practice of the Agency; or

d. advise the employee that, if he believes that his retirement will create extraordinary financial problems or other serious personal difficulties, he should present these to the Agency Retirement Board (normally through its Executive Secretary), and the views or recommendation of the Office and of the DD/I will be forwarded for consideration at the same time by the Board.

5. With respect to paragraphs 4 b and d an extension of retirement should generally not go beyond the retiree's 65th year of age except in the most exceptional circumstances.

6. In those cases where individuals have been asked to continue in service beyond the date of their eligibility for retirement (4 a and b), each Assistant Director will provide for an annual review and approval by the DD/I. In those cases where a proposed arrangement is disapproved by the DD/I, the case will be returned to the appropriate Assistant Director for reconsideration.

7. In those cases where the Office cannot reach agreement with the employee (4 b), or where the individual will not agree to retire in accordance with normal practice (4 c), or where the Office initiates a recommendation to the Board for postponement of retirement because of extenuating circumstances (4 d), each Assistant Director will request the employee concerned to confer with the Executive Secretary of the Agency Retirement Board. At the same time, the Executive Secretary of the Board will be advised regarding the circumstances of the case (which may include evaluation of the employee's motivation, general usefulness, degree of blockage of advancement of individuals junior to him, and, if appropriate and concurred in by the DD/I, recommendation for postponement of retirement because of extenuating circumstances).

8. The Agency Retirement Board will advise the DD/I of all actions it takes with respect to employees assigned to DD/I components.

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It should be understood that any employee may request an appearance before the Board or the DD/I member thereof if he so desires. Mr. Otto Guthe, AD/RR is the DD/I member.

Signed

ROBERT AMORY, JR.  
Deputy Director (Intelligence)

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